

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO)

For Technology Services

Issued By

Minnesota State Colleges and Universities (MnSCU), system office

Project Title: MnSCU e-Procurement Program/Project Manager

Category: Program/Project Management

Business Need

Minnesota State Colleges and Universities is the fifth-largest system of higher education in the United States. It is comprised of 31 two-year and four-year state colleges and universities with 54 campuses located in 47 Minnesota communities. The System serves approximately 430,000 students each year. The Minnesota State Colleges and Universities is an independent state entity that is governed by a 15 member Board of Trustees.

MnSCU system office ITS and its constituent partners created an enterprise resource planning (ERP) called ISRS. MnSCU generates over 110,000 purchase orders annually with approximately 500 million dollars spent on goods and services. Over 60,000 PO lines in FY2010 included supplies purchases, which in theory are all candidates to be processed via online catalog and purchasing card, greatly reducing the number of POs needed.

The existing PCS (purchasing control system) module of ISRS is over 15 years old, has become inefficient, and is becoming increasingly difficult to maintain and properly tie to newer system architecture. This, along with the lack of several features now considered basic functions in a purchasing system, have made this the number one requested upgrade by the campuses through the Finance User Group (FUG) for the past several years. The system has no capability for electronic communication outside of ISRS.

The implementation of a new PCS system would be expected to include a number of functional Improvement's not feasible with the current system including:

- Workflow support.
- Flexible reporting, both canned reports and report creation capability.
- Use an e-procurement online catalog ordering system which will support commodity contracts
- Payment by purchasing card within defined limits.
- Management of authorizations by defined dollar levels, both on campus and at system level.
- Support RFP/RFB/RFI efforts, as well as online bids and reverse auctions, etc.
- Track purchases in support of volume discounts and/or contract pricing negotiation leverage.
- Assist in the management of Professional/Technical contracts.
- Provide automated support for identification and use of TGBs (target group businesses).
- Provide three-way match to meet Audit Best Practices.

MnSCU developed a business plan, developed, issued and completed an RFP process and are currently are in the process of awarding an enterprise e-procurement (SaaS) solution with a project start date in

February 2016. MnSCU is searching to award a contract for **ONE (1)** experienced Program/Project Manager to be a part of the e-procurement task force.

Project Deliverables

- Project Plan
 - Governance Plan
 - Assumptions/Constraints/Customer Impact Plan
 - Detailed schedule (timelines/milestones)
 - Project team(s)
 - Communications plan
 - Change Management Plan
 - Risk plan
 - Issues log
 - Status report
 - Project closeout/lessons learned

Along with providing for the project artifacts as listed above, the Program/Project manager will facilitate meetings, address resource issues, escalate issues to e-procurement task force and/or steering committee as needed and ensure project is meeting all documented milestones and overall project timeline.

Project Milestones and Schedule

There are immediate needs for a Program/Project manager resource with an anticipated start date of February 2016; we would anticipate a resource would be required for approximately 12 months.

Project Environment

The Program/Projects that will be covered include resources from all areas of our organization including:

- MnSCU Leadership
- Faculty/Staff/Students
- Business Office
 - Purchasing
 - Accounts Payable
- Finance
- IT
 - Development (BAs, Coders, Analysts, Tech Leads)
 - Security
 - Architecture
- Testing (Quality Assurance)
- General Counsel
- State Agencies
- Other

As the system office organization is managed in reporting trees, working with upper level management (steering committee) will also be a requirement for the Program/Project Manager.

Project Requirements

The successful responder may provide **no more than One (1)** program/project manager(s) for evaluation that must meet the following requirements:

- Comply with all MnSCU Project Management principles, standards and procedures
- Work on site at one of our staff sites – preferably at:

- MnSCU System Office, 30 7th St E, Suite 350, St Paul, MN 55101
- Occasional travel required at various outstate locations (Any of 31 two-year and four-year state colleges and universities with 54 campuses located in 47 Minnesota communities)
- Ensure project deliverables comply with all relevant MnSCU Policy, Procedures and Guidelines (i.e. security)

Responsibilities Expected of the Selected Vendor

The selected Vendor would provide **ONE (1)** experienced project manager to work within the e-procurement task force reporting to the e-procurement steering committee and would have the following responsibilities:

- Manage the user implementation governance of the MnSCU system wide procurement application
- Understand the processes and procedures proposed for system wide use of e-procurement
- Manage communications and change control for the implementation both vertically and horizontally
- Determine common processes system wide to support consistent use of e-procurement.
- Supports project decisions throughout the system
- Participate in workflow configuration for the new system
- Works collaboratively with e-procurement task force and e-procurement steering committee
- Other duties as necessary

Required Skills (to be scored as pass/fail)

Candidates must meet all of the Require Skills only then will the candidates be evaluated and scored.

Required minimum qualifications:

- Responding vendor must be approved in Program/Project Management category
- Formal Project Management certification and at least six (6) years in an active Program/Project management role
- PM involvement in three (3) or more multi-year enterprise level projects
- Three (3) engagements as a PM managing communications vertically and horizontally (e.g. stakeholders, implementation team, leadership, others) within an organization, and manage change control for the implementation

Desired Skills

- Experience as PM working in a Higher Education environment (2 years)
- Experience as PM working with two (2) or more e-procurement implementations (Commercially sold SaaS solution)

Process Schedule

Deadline for Questions	1/06/2016, 10:00 A.M.
Anticipated Posted Response to Questions	1/08/2016, 3:00 P.M.
Proposals due	1/15/2016, 3:00 P.M.
Anticipated proposal evaluation begins	1/18/2016
Anticipated proposal evaluation & decision	1/27/2016

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Dan Duffy and Steve Hawrysh

Organization: MnSCU system office

Email Address: dan.duffy@so.mnscu.edu and steve.hawrysh@so.mnscu.edu

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

RFO Evaluation Process

- Proposed Candidate(s) Program/Project Management Experience (30%)
- PM involvement in three (3) or more multi-year enterprise level projects (10%)
- Three (3) engagements as a PM managing communications vertically and horizontally within an organization, and change control for the implementation (5%)
- Experience as PM working in a Higher Education environment (2 years) (5%)
- Experience as PM working with two (2) or more e-procurement implementations (10%)
- Cost (20%)
- **Interview (15%) – Finalists Only**
- **References (5%) – Finalists Only**

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Vendor Company Name

Vendor Address

Vendor City, State, Zip

Contact Name for Responder

Contact's direct phone/cell phone (if applicable)

Contact's email

Resource Name being submitted

2. Overall Experience:

1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.
2. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.

3. Attach a resume(s) for proposed resource(s) in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.
4. Also include the name of two (2) references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
3. **Cost Proposal.** Provide hourly rate. Must be in a separate document and not listed any other place in your submission. MnSCU will not pay travel reimbursement for MnSCU System Office, 30 7th St E, Suite 350, St Paul, MN 55101 location. Only travel to other location as requested.
4. **Conflict of interest statement as it relates to this project**
5. **Additional Statement and forms:**
required forms to be returned or additional provisions that must be included in proposal
 1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
 2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
 3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
 4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

Proposal Submission Instructions

- **Vendor is limited to submitting one (1) resumes/candidates in response to the Request for Offers**
- Response Information:
 - Dan Duffy and Steve Hawrysh
 - Email response to both Dan.duffy@so.mnscu.edu and steve.hawrysh@so.mnscu.edu
 - Email Subject Line: "Vendor Name", MnSCU e-Procurement Program/Project Manager
- Only provide an electronic copy via email
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

Indemnification: In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts

for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve the State’s rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference on state procurement to **certified small businesses** that are **majority-owned and operated by veterans**.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference the veteran-owned small business must meet the statutory requirements above by the solicitation opening date and time.

If you are claiming the veteran-owned preference, **attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation**. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, “It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based

upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency.”

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.